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HUMAN RESOURCES DEPARTMENT
MEMORANDUM OF PERSONNEL TRANSACTIONS

* PERSONNEL ACTION CODE:

A - Appointment R - Reclassification
T - Transfer E - End of Probation
P - Promotion S - Separation
D - Demotion O - Other

DATE: June 11, 2019

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Claussen, Karla	County Attorney	6-12-19	Legal Secretary III			S	Resignation.
Volkert, Daniel	Secondary Roads	6-19-19	Motor Grader Operator	\$23.86/hour	3%=\$.71/hour	E	Per CWA Secondary Roads Contract agreement, End of Probation Salary Increase.
Kliver, Miranda	County Sheriff	6-30-19	Civilian Jailer	\$20.88/hour	4%=\$.82/hour	R	Per CWA Civilian Officers Contract agreement, from Class 2 to Class 1.
Key, Nia	Sioux Rivers	6-30-19	Jail Alternative Coordinator			S	Separation.
Cleveringa, Kyle	County Sheriff	7-01-19	Sheriff Deputy	\$30.23/hour	6%=\$1.85/hr	R	Per CWA Deputy Sheriff Contract agreement, from Class 1 to Senior Class due to 4 years employment and Bachelor's Degree.
Landers, Ann	Rolling Hills	7-01-19	Mental Health Advocate-Transitional Support	\$52,500/year		T	Position Transfer from Sioux Rivers Secretary III to Rolling Hills MH Advocate-Transitional Support.
Wiemold, Cynthia	Rolling Hills	7-01-19	Mental Health Advocate	\$52,500/year		A	Job Vacancy Posted 4-3-19. Entry Level Salary: \$48,000-\$53,000/year.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas HR Director

The above and foregoing
having been submitted
is disposed of as follows:

VOTE

JUN 11 2019

OK	<u>[Signature]</u>	NO	_____
OK	<u>[Signature]</u>	NO	_____
OK	<u>[Signature]</u>	NO	_____
OK	<u>[Signature]</u>	NO	_____
OK	<u>[Signature]</u>	NO	_____

WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT

TO: Board of Supervisors and the Taxpayers of Woodbury County
FROM: Melissa Thomas, Human Resources Director
SUBJECT: Memorandum of Personnel Transactions
DATE: June 11, 2019

For the June 11, 2019 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. County Attorney Legal Secretary III, Resignation.
2. Secondary Roads Motor Grader Operator, End of Probation Salary Increase.
3. County Sheriff Civilian Jailer, from Class 2 to Class 1.
4. Sioux Rivers Jail Alternative Coordinator, Separation.
5. County Sheriff Deputy, from Class 1 to Senior Class.
6. Rolling Hills Mental Health Advocate-Transitional Support, Position Transfer.
7. Rolling Hills Mental Health Advocate, Appointment.

Thank you